Hurricane Preparedness things to do before you leave the Center

☐ Complete the Office Hurricane Preparation Checklist as the Center progresses through the threat levels.
☐ Ensure that you have management's contact information.
☐ Ensure that you have updated your Emergency Contact List, which includes cell phone numbers that can be used for SMS text messages and Blackberry Pin-to-Pin numbers.
☐ Protect your work area with hurricane kit.
☐ Ensure that you have reporting phone numbers/websites for post hurricane/recovery.
  • JSC Emergency Info Line: 281-483-3351 or 1-877-283-1947
  • JSC News Service Line: 281-483-6765
  • Safety Action Hotline: 281-483-7500
  • JSC Center Home Page for Center Status:
    http://www.nasa.gov/centers/johnson/home/index.html

  • JSC Emergency Operations Center website: www.nasa.gov/eoc
    http://www.nasa.gov/offices/eoc/home/index.html

  • JSCSOS website: http://www.jscsos.com/go/site/2033/

  • Emergency Notification and Accountability System (ENS)website:
    http://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html

    ENS is an Agency-wide Emergency Notification and Accountability System that provides NASA the ability to send messages, both Agency-related and/or Centerrelated, to you, in the event of an emergency or emerging situation at a NASA facility. Notification is via multiple communication devices, (e-mail, text, cellular, home/office numbers, e.g.). The system gives you the ability to respond to notifications and provide your safety status.

    It also provides NASA the ability to track and report on your safety, during an event. It also provides cross-center support; thus enabling another Center to send ENS messages for one Center if the Center is not operational.

    2. How do I update my personal contact information?

    Login to NASA's personnel systems and update your contact information:

      • If you are Civil Service, please update your information in Employee Express (https://www.employeeexpress.gov). Enter your Username and password. Click the "Continue to Main Menu" button. Scroll down to the Miscellaneous section on the left side. Scroll down to the "Miscellaneous" section and click on the "Emergency Contact Information" link. Complete

the "Personal Information" and "Work Information" sections. Click Save (and continue to next slide).

- If you are Non-Civil Service (e.g., a contractor), enter your information into the User Self-Service (USS) tools, part of the Identity Management and Account Exchange (IdMAX): https://idmax.nasa.gov. Log into Identity Management and Account Exchange (IdMax): https://idmax.nasa.gov. Select the Self Service tab. Select the UpdateEmergency Notification Information. Update / populate your information, including providing at least one personal contact field. Click Update Address. Click Logout.

- Now go to the NASA Enterprise Directory (NED) at https://webdir.nasa.gov. Search on your name and validate your information. Search on your name. Validate your information. If not correct, click the Update My Information link in the bottom right hand corner and see next slide. Read the User Self Service Frequently Asked Questions (FAQ) to understand how to update your directory information (see specifically Question 10). The link to the FAQs is located at http://insidenasa.nasa.gov/ocio/infrastructure/uss_faqs.html).

Please note that sometimes you may have to log into Launchpad first depending on if you are using a non NASA machine and/or a different browser other than IE.